

## Teamwork Award - Nominator Form

This form is to be completed by the nominator. Include this form, and all attachments in a single PDF, and submit to [nancy.scarrow@ufv.ca](mailto:nancy.scarrow@ufv.ca).

PRINCIPAL NOMINATOR INFORMATION	
Your Name:	
Department, Position at UFV:	
Email:	
Phone:	
CONSENT OF NOMINATOR	
<p><i>It is the role of the nominator to complete the nomination forms, gather supporting documents, and confidentially submit a complete electronic .PDF copy of the nomination package to Nancy Scarrow at <a href="mailto:Nancy.scarrow@ufv.ca">Nancy.scarrow@ufv.ca</a>. I understand that by signing this form, I agree to treat as confidential all nominees information and contents of the nomination package.</i></p>	
Signature:	Date:
NOMINEE INFORMATION	
Team Name:	
Department:	
Names of Team Members:	
YOUR NOMINATION LETTER	
<p><i>The UFV Teamwork award recognizes teams who exemplify best practices of collegial, supportive and effective collaboration in the service of the mission and goals of the University.</i></p> <p><i>Please answer all questions relating to the award criteria authentically and to the best of your knowledge, recognizing that nominees may not reflect all of the criteria.</i></p>	

**1. Describe and provide examples of how the team has made an important and notable contribution to the achievement of the mission and strategic goals of the university.**

**2. Describe and provide examples of how the team has a reputation for collegiality and respectful collaboration that builds on individual and shared strengths.**

**3. Describe and provide examples of how the team is recognized for the way in which diversity in its membership has contributed to the success of the team.**

**4. Describe and provide examples of how the team has exemplified the best practices of shared leadership, cooperation, respect for diversity, and accountability.**

**5. Describe and provide examples of how the success of the team has been championed by all its members.**

**6. Describe and provide examples of how the team has provided excellent service outside the scope of usual roles and responsibilities.**

**7. Describe and provide examples of how the team has made a positive impact on students or the community.**

#### **LETTERS OF SUPPORT**

Collect three to five letters of support from UFV staff and faculty that provide specific information supporting the criteria of the Teamwork Award (500 words maximum). A letter of support cannot come from the nominator.

**Please include the following as part of the three to five letters of support:**

- one letter from within the Team's unit who has direct knowledge of the impact or benefit from the Team;
- one letter from an individual outside the Team's unit who has significant knowledge of the impact or benefit from the Team; and
- one letter from the Team's manager or supervisor (or higher), if the lead nominator is not the Team's manager or supervisor.

#### **NOMINEES' CONSENT**

I, the nominator, acknowledge that each of the Team members have been made aware and agrees to the following:

1. Agrees to be nominated for the Teamwork Award.
2. Agrees to assist in providing supporting documentation for the nomination, if required.
3. Agrees to Human Resources disclosing my UFV employment history or student registration to members of the Selection Committee, if required, to support my eligibility for this award.
4. Understands that the Selection Committee and the nominator(s) will treat as confidential all nominee information as well as deliberations concerning the rating of the contents of the nomination package.
5. If selected, they agree to have their name (and photograph, if required) published.

Signature: